

COMMUNITY RELATIONS  
VISITORS TO THE SCHOOL

GKC  
ADMINISTRATIVE REGULATION

GENERAL RULES  
FOR VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must sign-in and receive a visitor pass through the district's approved screening system.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus and District rules and regulations.
5. Parents wishing to visit their child's classroom should make arrangements at least one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
6. Parents in classrooms are there as observers and are asked to sit in an area designated by the teacher in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests.
8. Parents requesting a conference should make prior arrangements one day in advance (preferred) with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.

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9. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students who need to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived.
10. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
11. Visitors may be asked to leave the campus if their presence disrupts the educational process or school activities in any way.
12. Visitors are expected to sign-out upon leaving the campus.

LUNCH VISITORS  
ELEMENTARY

Lunch visitors at the elementary level may be parents, other family members campus mentors, and clergy. Other family members are defined as the student's siblings, grandparents, or any related person residing in the home. Other family members, campus mentors, and clergy are to have prior permission from the parent before having access to the students. Lunch visitors will scan their driver's licenses upon arrival and will wear a visitor's pass that reflects their picture and name. Elementary campuses will provide a location in the cafeteria for approved visitors to eat with students. Lunch visitors should leave at the end of the lunch period.

SECONDARY

Lunch visitors at the secondary level may be parents, other family members, campus mentors, and clergy. Other family members are defined as the student's siblings, grandparents, or any related person residing in the home. Lunch visitors will scan their driver's licenses upon arrival and will wear a visitor's pass that reflects their picture and name. Secondary campuses will provide a location in the cafeteria for approved visitors to eat with students. Lunch visitors should leave at the end of the lunch period.

FOOD AND DRINKS

Lunch visitors must check with the individual campuses prior to bringing food and drinks for anyone other than their own children.

PEACE OFFICERS

Licensed peace officers carrying firearms on school grounds **not** in police uniform or in plain clothes must present a Texas Police Commission Card along with a Texas Driver's License when checking in at the front office.

Those officers who are not in uniform or wearing less than standard uniform i.e., detective assignment, shall be required to visibly display their official police badge/credentials.

If the peace officer is off duty and not at the school on official business and not in police uniform he/she shall be required to:

- a. Conceal any firearm.
- b. Or, if firearm is unable to be concealed the officer shall visibly display his/her police badge.
- c. And/or secure their firearm in their vehicle.

The front office shall notify the campus SBLE of the visiting peace officer and may request that the SBLE come to the office for any necessary assistance.